

**DANCING WILLOWS METROPOLITAN DISTRICT  
SPECIAL MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
William Anderson	President	May 2014
Bobby Thomas	Treasurer	May 2016
William Bristol	Assistant Secretary	May 2014
Robert Jennings	Assistant Secretary	May 2014
Thomas Nolan	Assistant Secretary	May 2014

**PLEASE NOTE DATE AND TIME**

**DATE:        Wednesday, March 5, 2014**

**TIME:        6:30 p.m.**

**PLACE:       Dancing Willows Club House  
                 11893 West Long Circle  
                 Littleton, CO. 80127**

- I.     CONSENT AGENDA:
- A. Call to Order
  - B. Present Disclosures of Potential Conflicts of Interest
  - C. Approve Agenda for March 5, 2014 Special Meeting
  - D. Review and Approve Minutes of the Special Meeting of the Board of Directors Held January 14, 2014 (enclosure)
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- II.    Presentation by Lee Jennings and Thom Noland regarding their recommendation for a Legal Firm to provide General Counsel Services for the Dancing Willows Metropolitan District and authorization for the Board President to execute an engagement letter with the selected firm.
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- III. Review and approve Work Order #11819 by Keesen Landscape Management for Spring Deep Root Fertilization in the amount of \$380.00 (enclosure).
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- IV. Review and approve Purchase Agreement (contract No. 11794) by Keesen Landscape Management for work projects described in contract for the Dancing Willows Metropolitan District, in the amount of \$2,847.00 (enclosure)
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- V. Consider proposal of Clubhouse rental rates, charges and usage update (enclosure).
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- VI. Paving Status Update: Review report by CASI regarding asphalt patches, concrete replacement, agreement with Remington, CTL inspections and invoicing. (enclosure).
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- VII. FINANCIALS:  
A. Consider Ratification & Approval of the Payment of Claims  
B. Review Cash Position for the Period Ending January 31, 2014.  
C. Review Financial Statements for the Period Ending January 31, 2014.
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VIII. DISCUSSION ITEMS:

- A. District Election: A report from Sue Blair, Election Official regarding the District Election.
  - B. District Website: <https://www.colorado.gov/dancingwillowsmd>
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IX. DIRECTORS' ITEMS:

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X. ADJOURNMENT:

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*The next regular meeting is scheduled for Wednesday, June 11, 2014 at 6:30 p.m.*

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF DANCING WILLOWS METROPOLITAN DISTRICT HELD JANUARY 14, 2014

A regular meeting of the Board of Directors of the Dancing Willows Metropolitan District was held on January 14, 2014 at 6:30 p.m., at Dancing Willows Club House, 11893 West Long Circle, Littleton, CO 80127

### ATTENDANCE

The special meeting of the Board of Directors of the Dancing Willows Metropolitan District was called and held, as shown, in accordance with Colorado law. The following directors were present:

William Anderson  
William Bristol  
Thomas Nolan  
Bobby Thomas

Absent was R. Lee Jennings, whose absence was excused.

Also present were:

James McGrady, of Community Resource Services District Manager and Secretary.

### CALL TO ORDER

Director Anderson called the meeting to order at 6:35 p.m. Introductions of the Board and community members were made.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

There were none.

### ADMINISTRATIVE ITEMS

Agenda: Amend agenda to move item 8 up to the top of the agenda naming James C. McGrady as Secretary of the Board. Upon a motion by Director Nolan and a second by Director Thomas, the board approved the amended agenda.

# RECORD OF PROCEEDINGS

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Minutes: The minutes of November 13, 2013 Regular Meeting were presented to the Board. Upon a motion by Director Thomas and a second by Director Nolan, the Board voted unanimously to approved said minutes as presented.

Item 2: Review Responses to the request for proposal for General Legal Services and award of contract.

Director Nolan is considering Hayes Phillips and Carberry for the General Legal Services. Director Anderson felt the physical location of Lyons Gaddis Kahn Hall Jefferson Dworak & Grant maybe too far of a distance; also a concern was raised regarding Mr. Dickhoner's experience, even though Richard Lyons would oversee the Mr. Dickhoner's work. Director Nolan offered his office for the meeting and the Board agreed that Director Nolan and Director Jennings will participate in the interview process of the two firms. Upon a motion by Director Thomas and second by Director Nolan the committee will interview the law firms of Hayes, Phillips, Hoffmann Carberry and Lyons Gaddis Kahn Hall Jefferson Dworak & Grant.

Item 3: Review Responses to the request for proposal for Pool Maintenance and award of contract.

Three Pool responses were submitted for labor. Apollo Aquatics, Inc., was the low bidder and has been involved with the District for 5 years. Director Anderson motioned to approve the selection of Apollo Aquatics and was seconded by Director Nolan. Vote 3 yes, and 1 against by Director Bristol.

Item 4: Ratification of a Work Order with Keesen Land Management Company for deep root fertilization of district trees and shrubs in the amount of \$380.00.

A Motion to accept the Deep Root Fertilization work order by Keesen Land Management Company in the amount of \$380.00. was made by Director Thomas and seconded by Director Anderson the board ratified the work order unanimously.

Item 5: Approval of shrub replacement purchase agreement between Dancing Willows Metropolitan District and Keesen Landscape Management in the amount of \$2,847.00.

## RECORD OF PROCEEDINGS

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Motion to accept the new plants and irrigation contract with Keesen Landscape Management Company in the amount \$2,847.00. Upon a motion by Director Thomas and a second by Director Nolan the board approved the replacement purchase agreement unanimously.

A discussion by Director Anderson was placed on the table for the replacement expense of the monuments. It was agreed that this is a future project to be undertaken in the third or fourth quarter of 2014.

Item 6: Approve audit engagement letter with Simmons & Wheeler P.C. for preparation of the 2013 audit in the amount of \$3,800.00.

The board reviewed the audit engagement letter with Simmon & Wheeler P.C. for the preparation of the 2013 audit in the amount of \$3,800.00. Upon a motion by Director Thomas and a second by Director Nolan the board approved unanimously.

Item 7: Approve Resolution 2014-01 Election Resolution for the Dancing Willows Metropolitan District and designating an election official.

Sue Blair's name was brought to the table with CRS as a potential Election Official. I was noted that there are 4 Board positions available. A discussion regarding self-nomination, and the deadline of February 28 was presented. If more than 4 candidates run and election will be necessary. Director Anderson will publish the necessary information for the self-nominations form. It is noted Mr. Dansforth has a mailing list and Linda Sterns will do the mailing if CRS can provide a list of register voters. Director Anderson agreed to work with CRS regarding the election. Upon a motion by Director Nolan and second by Director Thomas approved Sue Blair as the Designated Election Official.

Item 9: Approval of Resolution 2014-02 regarding the Custodian of Open Record Act.

Upon a motion by Director Nolan and a second by Director Thomas the board approved the Resolution 2014-02 unanimously.

Item 10: Approval for work order to develop a website for

# RECORD OF PROCEEDINGS

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Dancing Willows Metropolitan District.

Ms. Jan Walker discussed the SIPA Dancing Willows Grant. Ms. Linda Sterns stated she will assist Ms. Walker as project manager, and will telephone Jonathan regarding the schedule. Colorado State regulations are very strict in regards to district websites, these website are for resident use only and no advertisements are allowed. Ms. Walker and Ms. Sterns will sign the security agreements in regard to the Website regulations. Motion to approve the Work order and Security Policy Agreement were duly made, Director Nolan and a second by Director Thomas. Motion passed unanimously.

## FINANCIAL ITEMS

Ratify and Approve Payment of Claims: Upon a motion by Director Nolan and a second by Director Thomas, the Board voted unanimously to approve payment of payable subject to review of McGrady's invoice.

Review Cash Position: Manager McGrady reviewed the cash position with the Board for the period ending January 31, 2014 and the Board accepted the cash position as presented.

Financial Statements: Manager McGrady reviewed the financial statements dated January 31, 2014. After review, the Board accepted the financial statements as presented.

In the event of a shortfall in the checking account Director Thomas motioned to have Cathy Fromm of CRS transfer money from saving to checking to cover payables. The motion was seconded by Director Nolan, motion passed unanimously.

## MANAGEMENT ITEMS

A discussion ensued regarding a sewer service line repair in the District. Board feels comfortable that Remington is doing the work but suggested a letter be sent to confirmation that the work is being done by a qualified contractor. Director Thomas will draft the letter for review by the Board.

# RECORD OF PROCEEDINGS

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## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Anderson seconded by Director Thomas, and passed unanimously, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

\_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 14, 2014 MINUTES OF THE DANCING WILLOWS METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
William Anderson

\_\_\_\_\_  
William Bristol

\_\_\_\_\_  
R. Lee Jennings

\_\_\_\_\_  
Thomas Nolan

\_\_\_\_\_  
Bobby Thomas





January 07, 2014

WORK ORDER #11819

**PROPOSAL FOR**

JIM MCGRADY

COMMUNITY RESOURCE SERVICES

DANCING WILLOWS METROPOLITAN DISTRICT

S. UNION CT. & W. GOULD LOOP

LITTLETON, CO 80127

**DESCRIPTION OF WORK TO BE PERFORMED**

Plant Health Care Proposal 2014

SALE:	\$380.00
SALES TAX:	\$0.00
TOTAL:	\$380.00

**SPRING DEEP ROOT FERTILIZATION**

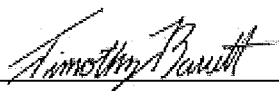
All trees and shrubs will benefit from the introduction of fertilizer in the root zone. While our technician fertilizes he also loosens the soil and adds water at high pressure to promote root development. This application is proposed separately as part of an integrated pest management program and is applied between February and April. **This application will be applied to most plant material in the metro district.**

**DANCING WILLOWS METROPOLITAN DISTRICT  
WORK ORDER SUMMARY**

INCLUDED SERVICES	OCCURS	COST EACH	EXT COST	SALES TAX	TOTAL COST
SPRING DEEP ROOT FERTILIZATION	1	\$380.00	\$380.00	\$0.00	\$380.00
<b>TOTAL:</b>			<b>\$380.00</b>	<b>\$0.00</b>	<b>\$380.00</b>

Thank you for allowing us to provide you a quote to perform the work we discussed. We will work out a schedule with you to complete the work once you sign and return this proposal. You may send it via email to [service@keesenlandscape.com](mailto:service@keesenlandscape.com) or fax it to (303) 761-3466. While we do not anticipate any changes to the total cost, Keesen Landscape Management, Inc. does reserve the right to review any proposal returned that is over 30 days old.

By

  
Timothy C. Barrett

By

Date January 07, 2014

Date \_\_\_\_\_

**KEESEN LANDSCAPE MANAGEMENT,  
INC.**

**COMMUNITY RESOURCE  
SERVICES**



January 08, 2014

**PURCHASE AGREEMENT**

Contract No. - 11794 (v. 0)

JIM MCGRADY  
COMMUNITY RESOURCE SERVICES  
DANCING WILLOWS METROPOLITAN DISTRICT  
S. UNION CT. & W. GOULD LOOP  
LITTLETON, CO 80127

**Description of Work**

**West of S Union St Entrance Notes:**

*W. Bowles Ave: West of S Union St Entrance:*

West of S. Union St. Entrance:

4X Remove 2 dead grasses - Fountain, Hardy Dwarf 'Hameln'

Split 4 grasses and replant 9 total **Labor**

1 Shrub - Juniper, Buffalo #5 (end of row along S. Union)

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
1.00	Each	Shrub-Buffalo #5		
			Buffalo #5	1.00

**Median Strip Notes:**

*W. Bowles Ave: Median Strip (S Union)*

Median Strip: (S. Union)

2 Perennials - Lavender 'Hidcote' (at far end of median)#1 or #2

11 X Grass - Maiden, 'Morning Light' (removed from inner traffic circle) **Labor**

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
2.00	Each	Perennial-Lavender Hidcote #2 Red		
			Lavender Hidcote #2 Red	2.00

**East of S Union St. Entrance Notes:**

*W. Bowles Ave: East of S. Union St. Entrance*

East of S. Union St. Entrance: W. Bowles and S. Union St.

1 Shrub - Lilac, Dwarf Korean #5 (5th in a row)

1 Shrub - Privet, Golden Vicary #5 (beginning of privet row)

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
1.00	Each	Shrub-Lilac, Korean Dwarf #5	Lilac, Korean Dwarf #5	1.00
1.00	Each	Shrub-Privet, Golden Vicary #5	Privet, Golden Vicary #5	1.00

#### **Taft Entrance Notes:**

*W. Bowles Ave: Taft Entrance:*

Taft Entrance:

1 Shrub Buffalo Juniper #5 from far right of semi-circle

3 Shrub - Viburnum, Dwarf Cranberry #5

3 Shrub - Viburnum, Korean Spice #5

6X Remove 3 dead grasses - Fountain, Hardy Dwarf 'Hameln'

Split 5 grasses and replant 10 (right of monument) **Labor**

8X Remove 4 dead grasses - Fountain, Hardy Dwarf 'Hameln'

Split 4 grasses and replant 8 (left of monument) **Labor**

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
3.00	Each	Shrub-Cranberry, American Dwarf #5	Cranberry, American Dwarf #5	3.00
3.00	Each	Shrub-Viburnum, Koreanspice #5	Viburnum, Koreanspice #5	3.00
1.00	Each	Shrub-Buffalo #5	Buffalo #5	1.00

#### **Clubhouse Notes:**

*Clubhouse: Clubhouse plantings*

3 Shrubs - Spirea, 'Anthony Waterer' #5 (peninsula in rear parking area)

1 Shrub - Spirea, 'Dark Knight' #5 (street side, high and right)

7 Shrubs - Juniper, Green Mound (Procumbens 'Nana') #5 (replaces 7 Blue

Avena/Oat Grasses near irrigation cage) (**Save 5 of these grasses**

to plant in pool near hot tub)

2 Grasses - Feather Reed #1 or #2 (to make 5 total at front, beyond

walk and stairs)

1 Shrub - Juniper, Alpine Carpet #5 (N. side of clubhouse on retaining wall)

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
3.00	Each	Shrub-Spirea, Anthony Waterer-Red #5	Spirea, Anthony Waterer-Red #5	3.00
1.00	Each	Shrub-Spirea, Dark Knight #5	Spirea, Dark Knight #5	1.00
2.00	Each	Grass-Feather Reed #1	Feather Reed #1	2.00
1.00	Each	Shrub-Alpine Carpet #5	Alpine Carpet #5	1.00
7.00	Each	Shrub-Green Mound #5	Green Mound #5	7.00

#### **Pool Planting Notes:**

*Pool: Pool Plantings*

2 Shrubs - Dogwood, Yellow Twig #5 (Cornus alba 'Bud's Yellow)

(outside of pool, behind hot tub)

2 Perennial - Salvia, 'May Night' (with others opposite traffic circle)

1 Shrubs - Russian Sage #1 or #2 (right of north gate)

2 Perennials - Salvia, 'May Night' #1 or #2 (at hot tub)

5X Replant 5 Blue Avena/Oat grasses saved from Clubhouse hillside **Labor**

(at hot tub)

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
2.00	Each	Shrub-Dogwood, Yellow Twig #5	Dogwood, Yellow Twig #5	2.00
4.00	Each	Perennial-Salvia, May Night #1	Salvia, May Night #1	4.00
1.00	Each	Shrub-Sage, Russian #1	Sage, Russian #1	1.00

**Northwest Traffic Circle Notes:***Traffic Circle: Northwest- Lower bed*

Northwest (lower brow)

8 Shrubs - Juniper, Buffalo #5

2 #5 Grasses - Maiden, 'Morning Light'

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
8.00	Each	Shrub-Buffalo #5	Buffalo #5	8.00
2.00	Each	Grass-Maiden Morning Light #5	Maiden Morning Light #5	2.00

**East Bed Notes:***Traffic Circle: East bed*

3 Shrubs - Juniper, Buffalo #5

2 #5 Grasses - Maiden, 'Morning Light'

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
3.00	Each	Shrub-Buffalo #5	Buffalo #5	3.00
2.00	Each	Grass-Maiden Morning Light #5	Maiden Morning Light #5	2.00

**South Upper Brow Notes:***Traffic Circle: South- Upper brow*

South (upper brow)

3 Shrubs - Juniper, Buffalo #5

2 #5 Grasses - Maiden, 'Morning Light'

<u>QTY</u>	<u>TYPE</u>	<u>SERVICE ITEM NAME</u>	<u>ITEM NAME</u>	<u>ITEM QTY</u>
3.00	Each	Shrub-Buffalo #5	Buffalo #5	3.00
2.00	Each	Grass-Maiden Morning Light #5	Maiden Morning Light #5	2.00

**Irrigation Notes:***Irrigation: Task A*

All shrubs to have two-1 gal. emitters that work

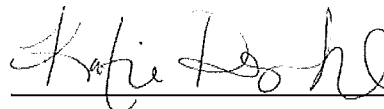
LOCATION	DESCRIPTION	SALE
W. Bowles Ave: West of S Union St Entrance:		\$174.00
W. Bowles Ave: Median Strip (S Union)		\$144.00
W. Bowles Ave: East of S. Union St. Entrance		\$76.00
W. Bowles Ave: Taft Entrance:		\$540.00
Clubhouse: Clubhouse plantings		\$455.00
Pool: Pool Plantings		\$161.00
Traffic Circle: Northwest- Lower bed		\$430.00
Traffic Circle: East bed		\$238.00
Traffic Circle: South- Upper brow		\$238.00
Irrigation: Task A		\$391.00
<b>Total (Excluding Tax)</b>		<b>\$2,847.00</b>

**SALE:** \$2,847.00  
**SALES TAX:** \$0.00  
**YOU AGREE TO PAY:** **\$2,847.00**

Thank you for allowing us to provide you a quote to perform the work we discussed. We will work out a schedule with you to complete the work once you sign and return this proposal. You may send it via email to [service@keesenlandscape.com](mailto:service@keesenlandscape.com) or fax it to (303) 761-3466. While we do not anticipate any changes to the total cost, Keesen Landscape Management, Inc. does reserve the right to review any proposal returned that is over 30 days old.

\_\_\_\_\_  
Buyer  
Community Resource Services  
  
as Agent for  
Dancing Willows Metropolitan District

\_\_\_\_\_  
Date



\_\_\_\_\_  
Katherine N. Deshler  
Keesen Landscape Management,  
Inc.

\_\_\_\_\_  
Date

DANCING WILLOWS  
CLUBHOUSE COMMITTEE

JANUARY 20, 2014



## **CLUBHOUSE RENTAL CHANGES & USAGE UPDATE**

**A PROPOSAL TO: DANCING WILLOWS METRO DISTRICT**

CLUBHOUSE COMMITTEE

5732 S UNION CT, LITTLETON, CO 80127 • PHONE 303.875.6433 • VANINGER.S@GMAIL.COM



### **REASON FOR PROPOSAL.**

The current cost of \$250 per rental has been noted by many residents as prohibitive for minor uses. Many venues and event spaces have tiered pricing schemes which lend themselves to the shorter rental times that some residents have requested to the clubhouse committee.

Residents have also asked for possible open use of the clubhouse such as coffee hours and a book exchange.

The Dancing Willows clubhouse is owned by the Dancing Willows Metropolitan District which is comprised of the homeowners of:

- Dancing Willows Condominiums,
- Dancing Willows Patio Homes and
- Dancing Willows Townhomes.

The Dancing Willows clubhouse is therefore owned by the homeowners and should be readily available and cost effective for use by the homeowners.

### **RESIDENT OPEN USE OF CLUBHOUSE.**

Several residents have volunteered to open the clubhouse for certain hours to allow other residents to come and read, exchange books, have coffee, and socialize. This proposed use of the clubhouse is in accordance with use that is open to the entire community. The open hours will be specified and included in the clubhouse calendar and disseminated to the residents via the FUN Squad. The book exchange will require space and shelving which the interested residents will coordinate. This data is for information only to notify the board of increased community involvement with the clubhouse.

### **CLUBHOUSE INCOME.**

From June - December 2013, the clubhouse brought in \$1750 of rental income and hosted fifteen community events. Two holds of rental dates passed without receipt of application and checks.

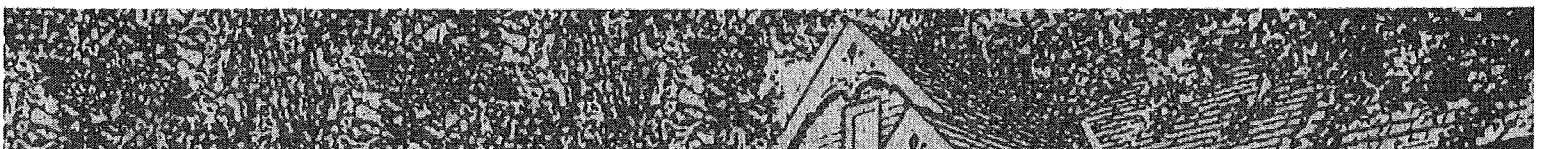
The 2014 budget for income from the clubhouse is \$3750 which equates to 15 rentals at the current rental charge.

### **RENTAL DEPOSITS.**

Since the clubhouse committee was formed in June 2013, there has been no damage to the clubhouse infrastructure during a rental. No deposit or portion of a deposit has been withheld from a resident following their rental.

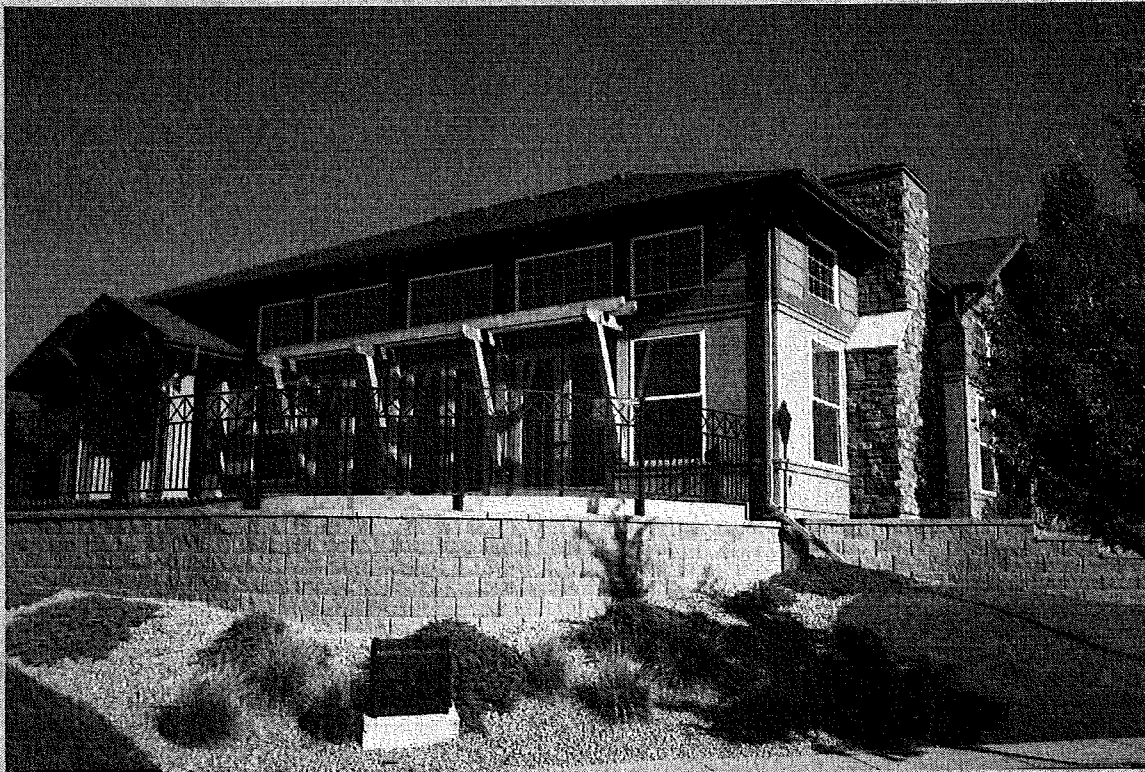
### **RESEARCH.**

The clubhouse committee has conducted a search for nearby event spaces and has tabulated those findings below.



Location	Hours	Price	Price per hour	# People	Notes
<b>Foothills Parks and Rec (District Rates)</b>					
<b>Lilley Gulch Rec Center:</b>	Vary			12-72	50% deposit
Colorado, Platte, Willow Creek, Lilley Pad, and Fish Tank Rooms		Price Per Room	\$20/hr (operating hours) \$40/hr (non-operating) \$15/hr (operating hours) \$30/hr (non-operating)		+\$5/hour for kitchen
Kitchen				12	
<b>Ridge Rec Center:</b>	Vary			25-120	50% deposit
Eldorado, Elk, Deer, Dinosaur Ridge and Eagle Mountain Rooms			\$30/hr (operating hours) \$55/hr (non-operating) \$50/hr (operating hours) \$100/hr (non-operating)	28	+\$5/hour for kitchen
Elk & Deer Mountain Rooms				120	Kitchen included
<b>Peak Community Center:</b>	Vary			30-200	50% deposit
Maple, Pinyon, Spruce and Ponderosa Rooms		Price Per Room	\$40/hr (operating hours) \$90/hr (non-operating)		+\$10/hour for kitchen
<b>Chatfield Community Event Center</b>					
			\$85 for 1.5 hrs + \$40/hr	80	\$200 Deposit
<b>Jefferson County Fairgrounds</b>					
Exhibit Hall I	7am-10pm	\$250		300	Liability Insurance
Exhibit Hall II	7am-10pm	\$250		300	Required when alcohol
Exhibit Hall III	7am-10pm	\$250		300	is served or food is catered
<b>Conference Rooms:</b>					
A	7am-10pm	\$150		30-50	
B	7am-10pm	\$150		30-50	
C	7am-10pm	\$70		10-16	
D	7am-10pm	\$70		10-16	
A&B	7am-10pm	\$220		60-100	
<b>Pines at Genesee</b>					
	7am-5pm	\$350		80	
<b>Boettcher Mansion</b>					
	8am-4pm or 5pm-10pm	\$300	+ \$75/hr additional time (1/2 hour increments)	40	
		\$600		100	
<b>Lakewood Cultural Center</b>					
			\$45 per hour (weekday)		
	8am-5pm wks	\$325 OR	\$145 per hour (weekend)	35	
<b>Araphoe Community College Littleton</b>					
Class and Conference Rooms	Vary	\$295 Full \$165 Half		>30	Parking limited
Media Classrooms	Vary	\$495 Full \$275 Half		>30	Parking limited
<b>Golden Community Center Meeting Rooms</b>					
	7am-12pm	\$175	\$40 per hour	>25	Sat-Thu only/Requires Deposit +\$15/hour for kitchen
<b>Littleton Museum</b>					
	Coming Soon!				





## RECOMMENDED RENTAL COST CHANGES

	Hours	Price	Price per hour	(Price/hour)	# People	Notes
<b>Current</b>	8am-10pm	\$250		\$17.85	92	\$350 deposit
<b>Proposed</b>	8am-4pm	\$175 OR	\$30 per hour	\$21.88 (day)	92	\$150 deposit
	4pm-10pm	\$175 OR	\$45 per hour	\$29.16 (evening)	92	\$150 deposit
	8am-10pm	\$250		\$17.85	92	\$150 deposit

## CONCLUSION

Lower prices for less than full day rentals along with higher per hour rates for evening rentals may increase overall income from the clubhouse. Even if this does not occur, per hour pricing for resident rentals will provide the opportunity for more residents to take advantage of this wonderful community asset.

## Rhonda Bilek

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**From:** James McGrady  
**Sent:** Friday, February 28, 2014 1:55 PM  
**To:** Bill Anderson; William Bristol; Thomas A. Nolan; R. LEE JENNINGS  
**Cc:** Rhonda Bilek; Bobby Thomas  
**Subject:** FW: Paving Status Update

Good afternoon,

Her is a report Bobby prepared regarding his work with CASI. He also addresses some issue regarding Remington's final inspection. Bobby asked that I pass this out to the Board early. This will also be included in your Board Packet that we will send out on Monday.

Thank you Bobby for this report.

Have a great day!!

Jim

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**From:** Bobby Thomas [<mailto:bobbythomas33@msn.com>]  
**Sent:** Friday, February 28, 2014 1:27 PM  
**To:** James McGrady  
**Cc:** Bill & Kay Anderson  
**Subject:** Paving Status Update

Jim:

Please distribute to the board and/or include as a report in our packet for the next meeting.

### **Paving Status Update by Bobby Thomas for 3/5/14 Board Meeting**

1. Revised invoice from CASI (for asphalt patches and concrete replacements) has been reviewed and revised per CTL's review. CTL has also deleted portions of work already performed by Remington. Said invoice from CASI has been submitted to CRS for processing. This invoice does not include the work for the crack sealing work which was previously found to be deficient and incomplete.

2. CASI has committed to return and fix deficient cracking - per CTL specifications. CASI wanted to return asap - weather permitting. We have ask that they wait until spring to return. We have also asked for a 3 day notice of when they would return, so that we can notify the residents and make arrangements to meet with their foreman prior to them starting work.

3. Agreement with Remington for paving repairs.

In regards to the paving/concrete repairs by Remington (in and around the final new construction) have had a conversation with Regan Hauptman from Remington (2/27/14), he noted that CTL does all their concrete and asphalt testing and that we might save the expense of additional testing/inspections by contracting CTL to obtain copy of records. I contacted CTL's testing department and communicated with a Shawn Sitzhugh (?). He offered to send us all copies of testing reports for Remington's work in Dancing Willows, upon Remington finishing up. Shawn was to confirm with Remington that it was ok for him to release copies to us. I noted to Shawn that we would not require any concrete tests on building foundations and

would prefer pdf's of the test reports. I will follow up with Shawn to verify exactly what tests he has performed.

Such records would note compliance with typical asphalt and concrete standards and should serve to confirm that work has been done per such standards. This should allow Dancing Willows to prepare a legal release to finalize the previous agreement reached with Remington for such work. The question I have, -- would the Board be OK with these reports to base a release to Remington on their recent paving repairs - or should we still engage CTL to perform inspections and/or tests once Remington finishes final work? I would expect the additional testing would be in the neighborhood of \$2-3000.

Bobby Thomas

**DANCING WILLOWS METROPOLITAN DISTRICT**

## February 2014 Payables

<u>Check #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Description</u>	<u>Check Date</u>	<u>Checkbook ID</u>	<u>Amount</u>
1710	Apollo Aquatics, Inc.	13-3763	2013 Pool Cover	2/19/2014	1st Bank	\$6,880.00
1711	Century Link (2 Inv.)	242B/668B-FEB14	Phone Service	2/19/2014	1st Bank	\$84.35
1712	CRS of Colorado, LLC	4362	District Management	2/19/2014	1st Bank	\$4,326.08
1713	CTL Thompson	359757	Staff Engineer	2/19/2014	1st Bank	\$950.00
1714	Jeffco Assessor	2014 Elections	Election Cost	2/19/2014	1st Bank	\$75.00
1715	Keesen Landscape	11/29/2221	Snow Removal	2/19/2014	1st Bank	\$468.75
1716	Metro Security (2 Inv.)	23158-23159	Monitor/Fire Monitor	2/19/2014	1st Bank	\$36.00
1717	Safeguard	29536955	Check Stock	2/19/2014	1st Bank	\$105.64
1718	Sharon Vaninger	Reimb-01.11.2014	Clubhouse Supplies	2/19/2014	1st Bank	\$108.99
1719	SDA	2014021187450004	2014 Dues	2/19/2014	1st Bank	\$464.23
1720	SDMSI, Inc.	DWMD.00-01.31.14	District Management	2/19/2014	1st Bank	\$327.51
1721	Willowbrook W&S (4 Inv.)	12.31.14/01.31.14	Irrigation Utility	2/19/2014	1st Bank	\$353.75
1722	Xcel Energy	400298700	Electric Utility	2/19/2014	1st Bank	\$1,680.50
1723	CO Spcl District P&L Pool	27C60027-587	2014 Insurance Renewal	2/24/2014	1st Bank	\$6,134.57
1724	T. Charles Wilson	1986	2014 Agency Fee	2/24/2014	1st Bank	\$550.00

**TOTAL \$22,545.37**

Ranges: From: To:

Check Number First Last

Vendor ID First Last

Vendor Name First Last

Check Date 2/1/2014

Checkbook ID First

From: To:

2/1/2014 2/28/2014

Last

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
01710	APOLLO AQUATICS	Apollo Aquatics, Inc.	2/19/2014	1STBANK-CKG	PMCHK00000001	\$6,880.00
01711	CENTURY LINK	Century Link	2/19/2014	1STBANK-CKG	PMCHK00000001	\$84.35
01712	CRS OF COLORADO	CRS of Colorado, LLC	2/19/2014	1STBANK-CKG	PMCHK00000001	\$4,326.08
01713	CTL THOMPSON	CTL Thompson Materials Enginee	2/19/2014	1STBANK-CKG	PMCHK00000001	\$950.00
01714	JEFFCO ASSESSOR	Jefferson County Assessor Offi	2/19/2014	1STBANK-CKG	PMCHK00000001	\$75.00
01715	KEESEN	Keesen Landscape Magement, Inc	2/19/2014	1STBANK-CKG	PMCHK00000001	\$468.75
01716	METRO SECURITY	Metro Security, Inc.	2/19/2014	1STBANK-CKG	PMCHK00000001	\$36.00
01717	SAFEGUARD	Safeguard Business Systems	2/19/2014	1STBANK-CKG	PMCHK00000001	\$105.64
01718	VANINGER REIMB	Sharon Vaninger	2/19/2014	1STBANK-CKG	PMCHK00000001	\$108.99
01719	SDA	Special District Association o	2/19/2014	1STBANK-CKG	PMCHK00000001	\$464.23
01720	SDMSI	Special District Management Se	2/19/2014	1STBANK-CKG	PMCHK00000001	\$327.51
01721	WILLOWBROOK W&S	Willowbrook Water & Sanitation	2/19/2014	1STBANK-CKG	PMCHK00000001	\$353.75
01722	XCEL ENERGY	Xcel Enegy	2/19/2014	1STBANK-CKG	PMCHK00000001	\$1,680.50
01723	CO SPC DIST P&L	Colorado Special Districts Pro	2/24/2014	1STBANK-CKG	PMCHK00000002	\$6,134.57
01724	T. CHARLES	T. Charles Wilson Insurance Se	2/24/2014	1STBANK-CKG	PMCHK00000002	\$550.00
Total Checks:	15				Total Amount of Checks:	\$22,545.37

**DANCING WILLOWS METROPOLITAN DISTRICT****March 2014 Payables**

<u>Check #</u>	<u>Vendor Name</u>	<u>Invoice #</u>	<u>Description</u>	<u>Check Date</u>	<u>Checkbook ID</u>	<u>Amount</u>
1725	1stBank - Visa	2471705DL4YMD3V58	Letters Plus Charge Re.	3/5/2014	1st Bank	\$194.70
1726	Bobby Thomas	Spcl Mtg-01.14.14	Director's Fee	3/5/2014	1st Bank	\$92.35
1727	Casi	4362	2013 Stree Maint. & Rep	3/5/2014	1st Bank	\$28,003.14
1728	CRS of Colorado, LLC	359757	Mgmt/Acct/Elections	3/5/2014	1st Bank	\$2,441.70
1729	Thomas Nolan	Spcl Mtg-01.14.14	Director's Fee	3/5/2014	1st Bank	\$92.35
1730	UMB Bank, NA	1/10/2014	2014 Agency Fee	3/5/2014	1st Bank	\$300.00
1731	William Anderson	Spcl Mtg-01.14.14	Director's Fee	3/5/2014	1st Bank	\$92.35

**TOTAL \$31,216.59**



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User Date: 3/3/2014

Dancing Willows Metropolitan D  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 1  
User ID: mholmberg

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	3/1/2014 3/5/2014
Vendor ID	First	Last	Checkbook ID	First Last
Vendor Name	First	Last		

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
01725	1STBANK - VISA	1stBank	3/5/2014	1STBANK-CKG	PMCHK00000006	\$194.70
01726	THOMAS, BOBBY	Bobby Thomas	3/5/2014	1STBANK-CKG	PMCHK00000006	\$92.35
01727	CASI	Casi Asphalt & Concrete	3/5/2014	1STBANK-CKG	PMCHK00000006	\$28,003.14
01728	CRS OF COLORADO	CRS of Colorado, LLC	3/5/2014	1STBANK-CKG	PMCHK00000006	\$2,441.70
01729	NOLAN, THOMAS	Thomas Nolan	3/5/2014	1STBANK-CKG	PMCHK00000006	\$92.35
01730	UMB BANK, NA	UMB Bank, N.A.	3/5/2014	1STBANK-CKG	PMCHK00000006	\$300.00
01731	ANDERSON, W	William Anderson	3/5/2014	1STBANK-CKG	PMCHK00000006	\$92.35
Total Checks: 7						Total Amount of Checks: \$31,216.59

**DANCING WILLOWS METROPOLITAN DISTRICT**

**FINANCIAL STATEMENTS**

**January 31, 2014**

**DANCING WILLOWS METROPOLITAN DISTRICT**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS**  
**January 31, 2014**  
**Unaudited**

	<u>General</u>	<u>Debt Service</u>	<u>Long-term Debt</u>	<u>Total Memo Only</u>
<b><u>ASSETS AND OTHER DEBITS</u></b>				
<b>Current Assets</b>				
Cash in Checking - 1st Bank	\$ 2,620	\$ -	\$ -	\$ 2,620
Cash in ColoTrust	82,569	4,973	-	87,542
Cash with County Treasurer	11,444	13,062	-	24,506
Property taxes receivable	-	-	-	-
Prepaid Expenses	194	-	-	194
Accounts Receivable - Developer	-	-	-	-
<b>Total Current Assets</b>	<u>\$ 96,827</u>	<u>\$ 18,035</u>	<u>\$ -</u>	<u>\$ 114,862</u>
<b>Other Debits</b>				
Amount in Debt Service Fund	\$ -	\$ -	\$ 18,035	\$ 18,035
Amount to be Provided for Debt	-	-	4,110,151	4,110,151
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<u>\$ 96,827</u>	<u>\$ 18,035</u>	<u>\$ 4,128,186</u>	<u>\$ 4,243,048</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>				
<b>Current Liabilities</b>				
Accounts payable	\$ 22,545	\$ -	\$ -	\$ 22,545
Payroll Taxes Payable	-	-	-	-
Deferred Property Tax	-	-	-	-
<b>Total Current Liabilities</b>	<u>\$ 22,545</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,545</u>
<b>Long Term Debt</b>				
Bonds Payable - Series 2008B-1	\$ -	\$ -	\$ 3,445,000	\$ 3,445,000
Bonds Payable - Series 2008B-2	-	-	500,000	500,000
Accrued Bond Interest	-	-	38,232	38,232
Due to - DWH	-	-	77,263	77,263
Due to - DWH Interest	-	-	6,374	6,374
Due to - Remmington	-	-	50,000	50,000
Due to - McGeady Sisneros	-	-	3,539	3,539
Due to - SDMS	-	-	5,398	5,398
Interest Payable on Notes	-	-	2,380	2,380
<b>Total Long Term Debt</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,128,186</u>	<u>\$ 4,128,186</u>
<b>FUND BALANCE</b>				
Tabor Emergency Reserves	6,634	-	-	6,634
Restricted				
Capital Repairs	24,193	-	-	24,193
Unassigned	47,689	-	-	47,689
Fund Balances - Beginning of Year	-	4,968		4,968
Current Earnings	(4,234)	13,067		8,833
<b>Total Fund Balances</b>	<u>\$ 74,282</u>	<u>\$ 18,035</u>	<u>\$ -</u>	<u>\$ 92,317</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 96,827</u>	<u>\$ 18,035</u>	<u>\$ 4,128,186</u>	<u>\$ 4,243,048</u>

**DANCING WILLOWS METROPOLITAN DISTRICT**  
**GENERAL FUND**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL**  
**For the One Month Ending January 31, 2014**  
**Unaudited**

	<b>Period Actual</b>	<b>Actual Amounts</b>	<b>2014 Budget</b>	<b>Variance Positive (Negative)</b>	<b>Percent of Budget (8% YTD)</b>
<b>REVENUE</b>					
Property Tax	\$ 10,229	\$ 10,229	\$ 209,442	\$ (199,213)	5%
Specific Ownership Tax	1,369	1,369	14,500	(13,131)	9%
Clubhouse Rentals	-	-	3,750	(3,750)	0%
Interest Income	4	4	160	(156)	3%
Total Revenue	11,602	11,602	227,852	(216,250)	5%
<b>EXPENDITURES</b>					
Interest - Notes Payable	\$ -	\$ -	\$ 5,448	\$ 5,448	0%
Accounting	958	958	11,500	10,542	8%
Audit	-	-	4,500	4,500	0%
Directors' Fees	-	-	1,000	1,000	0%
District Management	2,891	2,891	25,000	22,109	12%
Elections	880	880	6,000	5,120	15%
Insurance/SDA Dues	7,149	7,149	7,500	351	95%
Legal	-	-	10,000	10,000	0%
Miscellaneous	106	106	4,000	3,894	3%
Payroll Taxes	-	-	77	77	0%
Statutory Compliance	-	-	400	400	0%
Treasurers' Fees	154	154	3,142	2,988	5%
Utilities	2,098	2,098	40,950	38,852	5%
<u>Maintenance</u>					
Clubhouse Maintenance	181	181	2,500	2,319	7%
Fence & Monument Maintenance	-	-	20,000	20,000	0%
Grounds and Landscaping	-	-	12,519	12,519	0%
Pool Maintenance	-	-	7,600	7,600	0%
Sidewalks & Gutter Maintenance	-	-	15,000	15,000	0%
Snow Removal	469	469	10,000	9,531	5%
Street Maintenance	950	950	14,000	13,050	7%
Emergency Reserve	-	-	6,634	6,634	0%
Contingency	-	-	20,000	20,000	0%
Total Expenditures	15,836	15,836	227,769	211,933	7%
<b>NET CHANGE IN FUND BALANCE</b>	(4,234)	(4,234)	83	(4,317)	-5101%
<b>FUND BALANCE - BEGINNING - est</b>	78,516	78,516	8,471	70,045	927%
<b>FUND BALANCE - ENDING</b>	<u>\$ 74,282</u>	<u>\$ 74,282</u>	<u>\$ 8,554</u>	<u>\$ 65,728</u>	<u>868%</u>

**DANCING WILLOWS METROPOLITAN DISTRICT**  
**DEBT SERVICE FUND**  
**SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL**  
**For the One Month Ending January 31, 2014**  
**Unaudited**

	<b>Period Actual</b>	<b>YTD Actual</b>	<b>2014 Budget</b>	<b>Variance Positive (Negative)</b>	<b>Percent of Budget (8% YTD)</b>
<b>REVENUE</b>					
Property Tax	\$ 11,674	\$ 11,674	\$ 239,362	\$ (227,688)	5%
Specific Ownership Tax	1,563	1,563	14,500	(12,937)	11%
Interest income	5	5	150	(145)	3%
Total revenue	<u>13,242</u>	<u>13,242</u>	<u>254,012</u>	<u>(240,770)</u>	<u>5%</u>
<b>EXPENDITURES</b>					
<u>Debt Service</u>					
Bond principal	\$ -	\$ -	\$ 85,000	\$ 85,000	0%
Bond interest	-	-	152,435	152,435	0%
Paying Agent Fees	-	-	450	450	0%
Treasurer's Fees	175	175	3,590	3,415	5%
Total Expenditures	<u>175</u>	<u>175</u>	<u>241,475</u>	<u>241,300</u>	<u>0%</u>
<b>NET CHANGE IN FUND BALANCE</b>	13,067	13,067	12,537	530	104%
<b>FUND BALANCE - BEGINNING - est</b>	<u>4,968</u>	<u>4,968</u>	<u>2,700</u>	<u>2,268</u>	<u>184%</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 18,035</u>	<u>\$ 18,035</u>	<u>\$ 15,237</u>	<u>\$ 2,798</u>	<u>118%</u>

**DANCING WILLOWS METROPOLITAN DISTRICT  
SCHEDULE OF ASSESSED VALUATION,  
MILL LEVY AND PROPERTY TAXES COLLECTED**

<b><u>Year Ended December 31,</u></b>	<b><u>Assessed Valuation</u></b>	<b><u>Mills Levied</u></b>	<b><u>Total Property Taxes</u></b>		<b><u>Percentage Collected to Levied</u></b>
			<b><u>Levied</u></b>	<b><u>Collected</u></b>	
2008	\$ 2,377,100	61.000	\$ 145,003	\$ 145,002	100.00%
2009	\$ 3,221,370	61.000	\$ 196,504	\$ 196,503	100.00%
2010	\$ 3,875,030	61.000	\$ 232,132	\$ 277,754	119.65%
2011	\$ 4,481,050	61.000	\$ 273,344	\$ 273,290	99.98%
2012	\$ 4,647,228	61.000	\$ 306,717	\$ 306,308	99.87%
2013	\$ 5,110,641	75.000	\$ 383,298	\$ 383,297	100.00%
<b><u>Current Year at 1.31.14</u></b>					
2014	\$ 5,984,045	75.000	\$ 448,803	\$ 21,903	4.88%